

SHARED SERVICES MINUTES
LOCATION: EAST WINDSOR TOWN HALL at 5:30 p.m.
SEPTEMBER 25, 2012

I. CALL THE MEETING TO ORDER

The meeting was called to order by D. Menard at 5:30p.m.

II. PRESENT

Denise Menard, James Richards, George Michna, Alan Baker, Jerilyn Corso, Marie DeSousa,
Theresa Kane
Absent: William Raber

III. ORGANIZATIONAL PART OF MEETING

D. Menard chaired the organizational meeting and called for nominations for chairman.

On a motion by M. DeSousa, 2nd by J. Richards the committee nominated G. Michna as chairman.
The vote was unanimous.

D. Menard handed the chair to newly elected Chairman G. Michna who asked for nominations
for Vice Chairman.

On a motion by A. Baker, 2nd by M. DeSousa the committee nominated J. Richards as vice
chairman. The vote was unanimous.

G. Michna asked for nominations for secretary.

On a motion by M. DeSousa, 2nd by J. Corso the committee nominated A. Baker as secretary.
The vote was unanimous.

A discussion took place for an At-Large member of the committee. M. DeSousa and D. Menard
spoke about T. Szymanski as well as W. Raber spoke to J. Richards about T. Szymanski. Len
Norton volunteered to be the At-Large member because of his knowledge regarding shared
services.

On a motion by J. Richards 2nd by J. Corso the committee voted to forward the name of T.
Szymanski to the BOS for the At-Large member seat. The vote was unanimous.

IV. RULES OF PROCEDURE AT THE MEETINGS

On a motion by A. Baker, 2nd by J. Richards the committee voted to follow Roberts Rules for the
rules of procedure at the meetings. The vote was unanimous.

V. DISCUSSION

D. Menard suggested meeting in October and distributed previous Shared Services Committee minutes as background information. T. Kane suggested an independent vendor conduct a shared services feasibility study. Members asked: does Connecticut Conference of Municipalities (CCM) provide this? D. Menard said the trend is to look into working with other Towns for services not just from within. A. Baker suggested starting the discussion with the current shared services. Members were asked to send G. Michna a list of shared services for the next meeting agenda.

VI. NEXT MEETING DATE

The next Shared Services Meeting is at the town hall on October 16, 2012 at 5:30 p.m.

VII. ADJOURNMENT

On a motion by J. Richards, 2nd by J. Corso the meeting adjourned at 6:20 p.m.

Respectfully submitted,

Theresa M. Kane